



THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL STAFF TRAINING COLLEGE
Sector 11, Bata Mod, Mathura Road, Faridabad, Haryana
Phone : 0129 – 4128020-21-22
CIN U66010DL1947GOI007158

Deptt.: Tender

NOTICE INVITING TENDER

Oriental Staff Training College (OSTC), Faridabad is a Corporate Training Centre of The Oriental Insurance Co. Ltd., a premier Public Sector General Insurance Company which has been established to impart training /Meeting/ Workshop to company executives to promote professional and holistic human resource development inter alia through skills and knowledge up-gradation/ refurbishment of its personnel. The College, located at Sector-11 Bata Mor, Mathura Road Faridabad has been developed as a well contained residential facility.

Chief Manager, Oriental Staff Training College, (OSTC), invites sealed tenders in the prescribed format under two bid system - **Technical Bid (Part-I Un-priced) & Financial Bid (Part-II Priced)** - from the Delhi / NCR based full time Catering service providers who fulfils eligibility criteria as per **Section 2** of the Technical Bid.

The contract for Catering Services will be awarded for Initial period of three years renewable every year w.e.f 01.11.2022 with provision of extension of two more years at the sole discretion of OSTC based on the satisfactory performance of contractor.

The tender document can be obtained from the office of Chief Manager, Oriental Staff Training College, Sector-11, Mathura Road, Faridabad by submitting a written request along with Tender fee **(with certificate of exemption if any exemption applicable)** in cash/ submission of a non-refundable Demand Draft of Rs.1180/- (Rs. One thousand one hundred eighty only) drawn on any Scheduled Bank in favour of “**The Oriental Insurance Company Limited**”, payable at Faridabad during all working days **(Monday to Friday) between 10.00 AM to 03.30 PM from 23.05.2022 to 24.06.2022.**

The tender document can also be downloaded from Company’s website www.orientalinsurance.org.in from 23.05.2022 and the tender fee **(with certificate of exemption if any exemption applicable)** of Rs.1180/- (Rs. One thousand one hundred eighty only) (non-refundable) should be paid through a separate demand draft drawn on any Scheduled bank favoring “**The Oriental Insurance Company Limited**”

payable at Faridabad which must be enclosed with the **Technical Bid (Part – I un-priced)**. **The tenders for which Tender Fee has not been paid will not be entertained.**

Each tender (**with certificate of exemption if any exemption applicable**) must be accompanied with an Earnest Money Deposit (EMD) in the form of a demand draft for Rs.3,00,000 (Rupees Three lac only) drawn on any scheduled Bank in favour of “**The Oriental Insurance Company Ltd.**”, **payable at Faridabad only**. No other form of payment will be accepted for submission of EMD. The said demand draft of the earnest money must be attached with the **Technical Bid (Part-I un-priced)**. **At the back of the demand draft, the name of the Tenderer should be clearly written with the caption "Providing Catering Services on contractual basis at OSTC, Faridabad"**. Tenders submitted without EMD shall not be evaluated or considered.

As per the guidelines issued by Ministry of Micro, Small and Medium Enterprises (MSME) below mentioned exemptions are provided to any tenderer who are registered as MSME:

- 1. Exemption for Tender Cost:** As per MSME Policy circular dated 23.03.2012, MSEs registered under UAM scheme will be provided Tender, free of cost. Bidder are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/ category for which they are registered as per UAM certificate. Decision of Bid evaluation committee will be final in the matter.
- 2. Exemption for EMD:** As per Rule 170 of GFR – “Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by department of Micro Small and Medium Enterprises (MSME)” are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performing security before the deadline defined in the request for bids document, they will be suspended for the period of 12 months from being eligible to submit bids for tenders.

Note: Bidders are required to submit their MSME Certificate with the Technical Bid or at the time of purchase of tender from our office to avail exemption for tender fee/ EMD. Bids without MSME Certificate will be treated as normal bidder. All other rules will be applicable on all bidders.

The tender (containing separate sealed envelopes for **Technical Bid Part –I un-priced & Financial Bid Part – II priced**) should be submitted after keeping both in a **third sealed**

envelope marked on top "**Tender for Providing Catering Services at OSTC, Faridabad**" with the name, address and telephone number of the Tenderer **at the bottom of the cover on the left side of the third envelope**. The complete sealed tender addressed to "Chief Manager, Oriental Staff Training College Sector-11 Faridabad" should be dropped in the locked tender box available at the reception on ground floor at OSTC, Faridabad up to **24.06.2022** till **03.00 PM**. OSTC shall not be responsible if the Tenders are delivered elsewhere or are not delivered on time due to postal or any other delays.

Tenders are not transferable under any circumstances. OSTC reserves the rights to accept, reject any or all Tenders without assigning any reasons thereof. OSTC reserves the right to disqualify such Tenderers who have a record of not meeting the contractual obligations against earlier contracts entered into with OSTC or with any Central or State Government Agencies.

All information with regard to any modification/amendment/extension of dates etc. in respect of this tender, till the entire process is completed, will be uploaded on Company's website: www.orientalinsurance.org.in.

Important information for tenderers:

i)	Issue of tender document	:	23.05.2022 to 24.06.2022
ii)	Tender document fee (Non-refundable)	:	Rs.1180/- (Rs.one thousand one hundred eighty only)
iii)	Date & time of Pre-bid conference		20.06.2022 at 03.00 PM
iv)	Last date & time for submission of tender	:	24.06.2022 up to 03.00 PM
v)	Date & time of opening of Technical Bids	:	24.06.2022 at 03.30 PM
vi)	Date & time of opening of Financial Bids	:	Will be intimated to the Technically qualifying bidders at a later date
vii)	Earnest Money Deposit (EMD)	:	Rs.3,00,000/- (Rupees Three lac only)
viii)	Security Deposit (for successful Bidders)	:	Rs.10,00,000/- (Rupees Ten lac only) EMD if deposited earlier, will be reduced/ adjusted.

Note: Technical Bid and Financial Bid can be downloaded from our Website under Tender Section from 23.05.2022.